

BUDGET
WORKSHOP #3

Blanco County South Library District

James A. and Evelyn Williams Memorial Library

1118 Main Street

Blanco, Texas 78606

TELEPHONE (830) 833-4280

FAX (830) 833-2680



June 30, 2023

Mayor and City Council
P.O. Box 750
Blanco, TX 78606

Dear Mayor and City Council,

On behalf of the Blanco County South Library District, aka Blanco Library, I would like to say thank you for your past and continued support of the Library. Your annual contribution allows the Library to grow and offer more programs and services to the Blanco community each year.

At this time we would like to formally request that the Blanco Library be considered again for Community Aid funds in the amount of \$15,000, as allotted in previous years. These funds support ongoing operations and the continuance of community programs. This year, the Blanco Library has hosted an ever-growing number of children's programs and the turn-out has been amazing! You may have seen the new Little Free Libraries going up around town and our Friends of the Blanco Library is about to launch the Dolly Parton Imagination Library partnership that will provide children from birth to 5 years of age a free book each month. You may have also seen the Reading Between the Wines program this last year we hosted, in cooperation with the Gem of the Hills, to showcase local authors and bring in other Texas authors to educate and entertain the community.

The Library District receives $\frac{1}{2}$ of 1% of the sales taxes collected in the southern part of Blanco County outside the Blanco City limits, as they existed in 2001. Because many City residents, as well as County residents utilize the Library, the City Council proposed to allocate an agreed amount of funds each year to support the Library instead of reallocating the $\frac{1}{2}$ of 1% that the City was already collecting. Therefore we are respectfully requesting that \$15,000 be allotted for the Blanco Library for the next fiscal year.

In keeping with our 2021-2022 MOU, we will provide the Council with a final year report of activities in the next couple of weeks. Today is the last day of our fiscal year and it will take some time to collect our final data. I will be happy to answer any questions you may have. Again, I want to thank you for your continued support of this community asset.

Respectfully,
Crystal Spybuck
Library Director

CITY OF BLANCO BUDGET CALENDAR 2023

These are key dates to be observed for the Fiscal Year 2023-2024 City of Blanco Budget Process:

Monday	June 5 3:00 pm	Budget Kickoff-Initial Discussion with Department Heads Begin Departmental Input of Estimates and Projections
Tuesday	June 6	Budget Sent to Council
Tuesday	June 13 4:30 pm	First Budget Workshop
Tuesday	June 27 4:30 pm	Second Budget Workshop
Tuesday	July 11 4:30 pm	Third Budget Workshop (Submit NNR & VA Tax Rates to Council) Ordinance creating the 2023 Operating Budget
Friday	July 14	Deadline to File Proposed Budget with City Secretary
Tuesday	July 25	Tax Rolls Due
Monday	July 31	Deadline to Submit Tax Rates to City Council
Monday	July 31 4:00 p.m.	Send tax rate for publication in the Aug. 2 Blanco County News Post Notice to City Website and at City Hall (Deadline to publish 7/31)
Wednesday	August 2	Notice of Tax Rate Hearing or Meeting to Adopt Tax Rate
Wednesday	August 2	Internet and Television Notice of Tax Rate Hearing
Monday	August 14 6:00 pm	City Council Meets to Adopt the Tax Rate, Fee Schedule & Budget Deadline for City Council to Approve Proposed Tax Rate Budget Hearing
Monday	August 21	Budget Adoption Deadline (city should adopt no later than this date)
Monday	August 21	Tax Rate Adoption (city must hold tax rate hearing and adopt a tax rate exceeding (1) the city's voter-approval tax rate; or (2) in certain cities with a population of less than 30,000, the greater of the city's voter-approval tax or de minimis tax rate no later than this date)
Monday	August 28	Rate Adoption Deadline (Deadline to adopt a tax rate that exceeds the voter-approval tax rate but is lower than the de minimis tax rate)
_____	_____	File with Blanco County Courthouse (or before Oct. 1)



City of Blanco

P.O. Box 750 Blanco, Texas 78606
Office 830-833-4525 Fax 830-833-4121

Holiday Schedule

New Year's Day	Jan. 1, 2024
MLK, Jr. Day	Jan. 15, 2024
Presidents' Day	Feb. 19, 2024
Good Friday (1/2 Day)	March 29, 2024
Memorial Day	May 27, 2024
Lavender Fest	June 14, 2024
Independence Day	July 4, 2024
Labor Day	Sept. 2, 2024
Columbus Day	Oct. 14, 2024
Veterans' Day	Nov. 11, 2024
Thanksgiving Day	Nov. 28, 2024
Day After Thanksgiving	Nov. 29, 2024
Christmas Day	Dec. 25, 2024
Day After Christmas Day	Dec. 26, 2024
Personal Day (1)	Any Day of the Year (must be pre-approved by Dept Head)

PRESENTATION 1

City of Blanco: Committee on Financial Transparency & Security

Proposed Goals of Committee

Accuracy & Fairness: Assist the City and the Finance Director in making sure that City's financial statements and records are accurate, fairly represent the City's financial, and comply with all regulatory & other legal requirements

Financial Transparency. Assist the City in providing the public with greater & easier access to information about the City's finances, presented in a manner to be understandable and comprehensive.

Investigate Discrepancies. Investigate any discrepancies or concerns about past financial transactions to provide assurances to the public about the integrity of the City's past and current financial dealings

Texas Comptroller of Public Accounts: Transparency Star Program

- Overview of the Program
- Requirements for Program



Overview of Transparency Star

- “The last few decades have radically transformed how people expect to find information — and how quickly. With support from the Texas Comptroller of Public Accounts, an increasing number of local governments are meeting the challenge by expanding public access to information using resources including online tools. Transparency allows residents to hold local government accountable, and it helps Texans who work hard to earn the taxes and fees collected by their local governments see how their money is spent . . .

Texas Comptroller of Public Accounts, Fiscal Notes (April, 2023)
<https://comptroller.texas.gov/economy/fiscal-notes/2023/apr/local-transparency.php>

Overview of Transparency Star

- The Texas Comptroller of Public Accounts' Transparency Stars program recognizes local governments for going above and beyond in their transparency efforts. The program recognizes government entities that accomplish the following:
 - ★ Open their books not only in their traditional finances, but also in the areas of contracts and procurement, economic development, public pensions and debt obligations; and
 - ★ Provide clear and meaningful financial information not only by posting financial documents, but also through summaries, visualizations, downloadable data and other relevant information.

<https://comptroller.texas.gov/transparency/local/stars/>

Overview of Transparency Star

★ Transparency Stars have been awarded to 212 cities, school districts and other tax entities since the program was started in 2016.

★ List of Transparency Star recipients can be found here, with links to their websites:
<https://comptroller.texas.gov/transparency/local/stars/approved.php>

- Recommended viewing:
 - City of Brady, Texas <https://www.bradytx.us/908/Financial-Transparency>
 - City of Sealy, Texas https://www.ci.sealy.tx.us/departments/finance_department/financial_transparency.php

Requirements for Transparency Star

- ★ Show the “forest” in an easy to comprehend format
- ★ Provide detailed information about the “trees”



Requirements for the “forest”

A summary and narrative overview for the most recently completed fiscal year (with explanations of terminology):

- Expenditures as total and per capita;
- Revenues from all entity funds expressed as total and per capita;
- Total full-time equivalent positions for all personnel;
- Revenues from property taxes as total and per capita; and
- Revenues from sales taxes as total and per capita.

Here is how the City of Brady complied with the first “forest” requirement:

Finance Summary

For the most recently completed fiscal year October 1, 2021 to September 30, 2022:

Financial Type	Annual Total	Per Capita*
Expenditures	\$23,674,683 (1)	\$4,701
Revenues	\$24,934,487 (2)	\$4,951
Property Tax Revenue	\$947,651	\$188
Sales Tax Revenue	\$1,059,459 (3)	\$210

The city had 108 full-time equivalent employees in the most recently completed fiscal year.

*2022 population estimate: 5,036 per U.S. Census

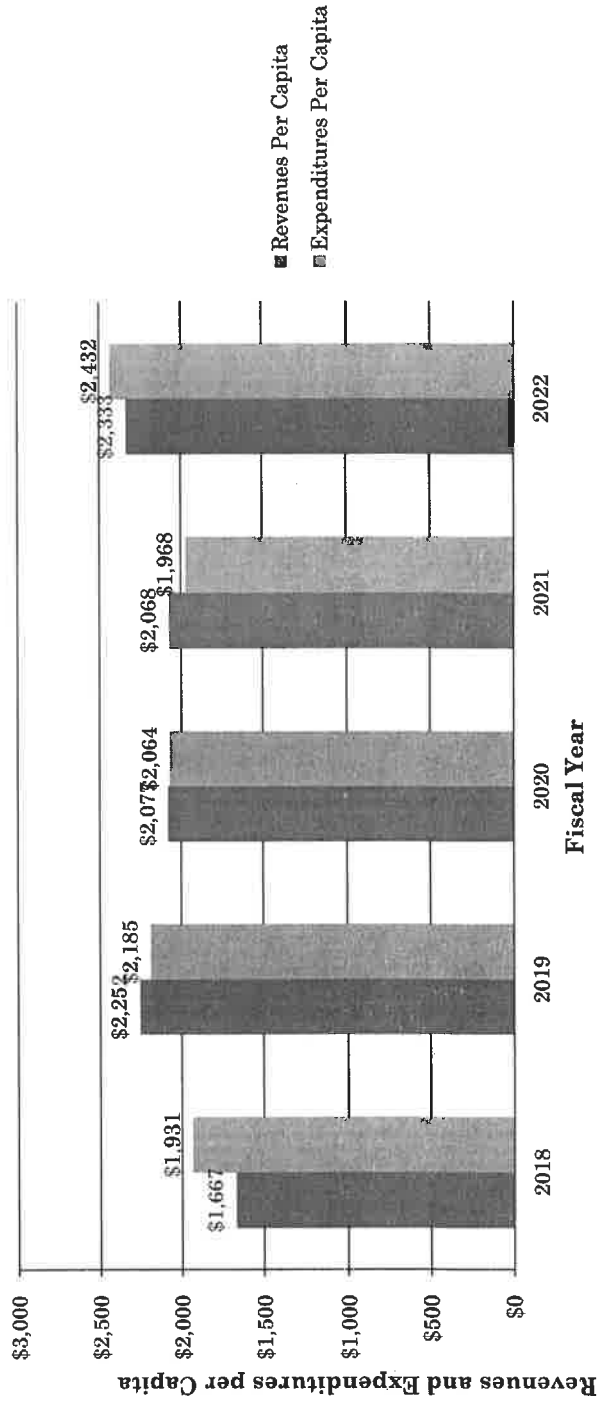
- (1) Total Expenditures exclude \$15,642,504 recorded in the capital construction funds.
- (2) Total Revenues exclude \$941,132 in interest earnings and transfers-in to the capital construction funds.
- (3) Sales Tax Revenue does not include \$258,241 in tax dedicated to the Brady Economic Development Corporation.

Second “forest” requirement: Visualizations

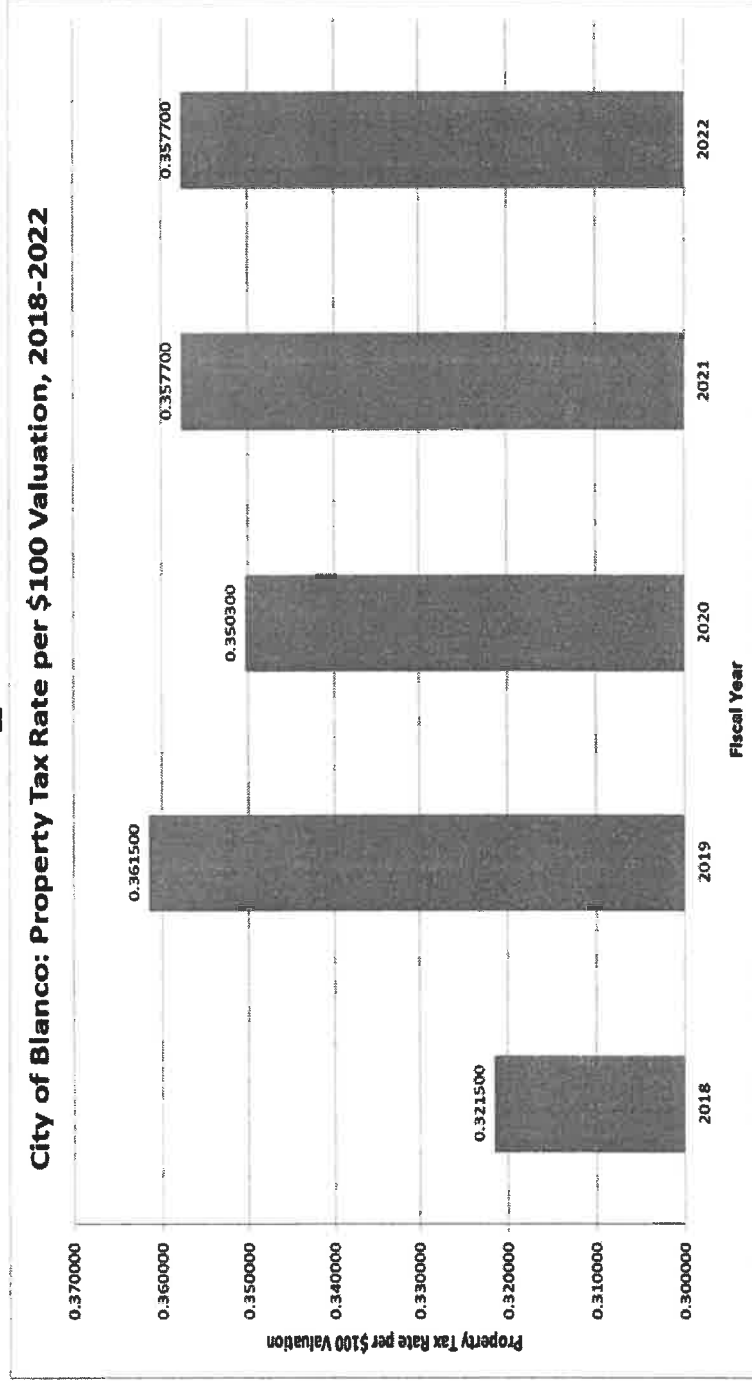
- Bar graphs showing the following information for the past 5 fiscal years:
 - • revenues and expenditures per capita; and
 - • property tax rate(s) per \$100 valuation.

Here is how Blanco can satisfy the visualization requirement:

City of Blanco: Revenues and Expenditures per Capita,
Fiscal 2018-2022



Here is how Blanco can satisfy the visualization requirement:



Now for the “trees” requirements:

Transparency Star requires these items in easy to download format:

- **Budgets for current fiscal year and the four preceding fiscal years are required.**

While such budgets are posted on the City’s website, they are not easy to read and are inconsistent in format from one year to the next. The City Finance Director has compiled extensive, comprehensive and very informative spreadsheets for purposes of the Council making decisions concerning the 2024 budget that presents recent financial data in a very easy to read and analyze format. Similar spreadsheets should be made available to the public.

- **Audited Financial Statements for last 5 years.**

While the audit reports for the 2020, 2021 and 2022 tax years are available from download from the City’s website, years 2018 and 2019 are not. In addition, both the 2021 and 2022 audit reports reference additional reports issued by the auditor that were “an integral part of an audit performed” but which are not posted to the City’s website. Also, the City had to have its auditor conduct a special audit in connection with the expenditure of federal grant money, yet no copy of such single audit report have been posted to the City’s website.

Final “Trees” Requirement: Downloadable Data

Raw format budget for the current fiscal year.

- (i.e. Finance Director’s spreadsheets)

Raw format check registers for three complete fiscal years.

- Should be easy to compile and disseminate with City’s new accounting software
- Check out the City of Brady’s checkbook registers
<https://tx-brady2.civicplus.com/Archive.aspx?AMID=82&Type=&ADID=>

Committee + Greater Transparency = Cost Savings to the City

- Less City staff time spent responding to Public Information Requests if answers are already provided on the website
- Provides a free resource of experts for the Finance Director to utilize instead of paid outside independent auditors
- Can Audit not just City records, but records, invoices, etc. of City's contractors, suppliers & vendors
- Reduced outside auditor costs
- Better City compliance with grant & other regulatory requirements

Additional Financial Transparency Needed

- The last few years, the City has made great improvements in its financial transparency. However, there is still quite a ways to go still
- Qualifying for the Comptroller's Transparency Star will go a long ways to regaining the public's trust in the integrity of the City and its financial statements & records
- A recent example of the need for additional transparency: 1st & 2nd Quarter Interim Financial Statements for 2023 fiscal year:

1st Q 2023 Revenue & Expense Report: a Half Million Dollar Deficit!!

City of Blanco Revenue And Expense Report As of December 31, 2022

100 - General Fund	Current Month Expense/Rev	Year To Date Expense/Rev
Revenue Summary	190,241.31	453,619.55
Revenue Totals	190,241.31	453,619.55
Expense Summary		
01-Council	1,599.10	6,087.09
02-Administration	67,627.08	185,804.82
03-Police	76,865.93	272,176.58
04-Court	0.00	11,900.74
05-Parks and Streets	1,139.86	3,419.58
06-Non-Department	7,729.12	127,500.83
07-Code Enforcement	530.13	2,879.91
Expense Totals	155,591.22	609,769.55
Revenues Over(Under) Expenditures	34,650.09	(156,150.00)

City of Blanco Revenue And Expense Report As of December 31, 2022

200 - Enterprise Fund	Current Month Expense/Rev	Year To Date Expense/Rev
Revenue Summary		
Revenue Totals	144,445.05	696,454.00
Expense Summary		
00-General	32,743.35	34,536.28
01-Water	121,712.41	847,050.35
02-Sewer	45,980.29	165,463.22
Expense Totals	200,436.05	1,047,049.85
Revenues Over(Under) Expenditures	(55,991.00)	(350,595.85)

2nd Quarter 2023 Rev. & Expenses: Whew!! Crisis averted!!

City of Blanco Revenue And Expense Report As of March 31, 2023

100 - General Fund	Current Month Expense/Rev	Year To Date Expense/Rev
Revenue Summary	171,431.31	1,241,214.65
-	171,431.31	1,241,214.65
Revenue Totals		
Expense Summary		
00-General	22.35	95.91
01-Council	1,096.89	9,792.67
02-Administration	61,523.98	321,835.06
03-Police	135,493.74	579,774.92
04-Court	77,354.28	78,368.37
05-Parks and Streets	1,139.86	11,318.67
06-Non-Department	170,601.28	305,611.65
07-Code Enforcement	0.00	3,009.09
Expense Totals	447,232.38	1,309,806.34
Revenues Over(Under) Expenditures	(275,801.07)	(68,591.69)

City of Blanco Revenue And Expense Report As of March 31, 2023

200 - Enterprise Fund	Current Month Expense/Rev	Year To Date Expense/Rev
Revenue Summary	167,820.85	1,226,275.05
-	167,820.85	1,226,275.05
Revenue Totals		
Expense Summary		
00-General	1,889.30	41,877.30
01-Water	(422,495.49)	609,456.25
02-Sewer	241,798.84	572,202.48
Expense Totals	(178,807.35)	1,223,536.03
Revenues Over(Under) Expenditures	346,628.20	2,739.02

...or is it??? How the heck can you have a negative expense item, especially one that large?

On closer review....

City of Blanco Revenue and Expense Report As of March 31, 2023

200 - Enterprise Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev
Total Bond Agent Fees	0.00	350.00
Loans		
01-5054 CIP Water 2017A (L1000633)	0.00	0.00
01-5056 CIP Water 2020 (L1001127)	(329,219.10)	0.00
01-5057 CIP-W/WW CDBG 2020 Grant Software License	(15,027.84)	0.00
01-5123 TWDB Escrow Fees-Wil Trust	0.00	0.00
01-5124 TWDB Escrow Fees for 2017A	0.00	0.00
Total Loans	(344,246.94)	0.00
Utilities		
01-5070 INFRAMARK	(115,525.59)	208,275.23
01-5090 Freight	0.00	0.00
01-5961 Broadband / Internet	0.00	0.00
01-5963 Electric	1,790.11	11,083.65
01-5964 Gas / Propane	0.00	340.78
01-5965 Telephones/Broadband/Internet	191.53	1,231.17
01-5968 Cell Phone Allowance	0.00	0.00
Total Utilities	(113,543.95)	220,930.83
Other Expenses		
01-5075 Inframark Integration - ESRI Software License	0.00	0.00
01-5076 HR Green (HRG) GIS System	0.00	164.00
01-5402 Minor Equipment	0.00	390.00
01-5646 Janitorial	0.00	0.00

City of Blanco Revenue and Expense Report As of December 31, 2022

200 - Enterprise Fund Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev
Total Bond Agent Fees	0.00	350.00
Other Expenses		
01-5056 CIP Water 2020 (L1001127)	0.00	314,969.10
01-5057 CIP-W/WW CDBG 2020 Grant	8,575.00	15,027.84
01-5075 Inframark Integration - ESRI Software License	0.00	0.00
01-5076 HR Green (HRG) GIS System	0.00	164.00
01-5402 Minor Equipment	0.00	390.00
01-5646 Janitorial	0.00	0.00
Total Other Expenses	8,575.00	330,540.94
Utilities		
01-5070 INFRAMARK (Water Operations)	92,749.65	274,648.82
01-5090 Freight	0.00	0.00
01-5961 Broadband / Internet	0.00	0.00
01-5963 Electric	1,742.02	5,527.87
01-5964 Gas / Propane	0.00	61.74
01-5965 Telephones/Broadband/Internet	0.00	533.34
01-5968 Cell Phone Allowance	0.00	0.00
Total Utilities	94,491.67	280,771.77
Loans		
01-5123 TWDB Escrow Fees-Wil Trust	0.00	0.00
01-5124 TWDB Escrow Fees for 2017A	0.00	0.00
Total Loans	0.00	0.00

Interim Financial Statements are great for Transparency...if prepared properly

- Should be in easier to read format...1 spreadsheet vs. 34 PDF pages
- Negative expenses should be shown as a contra expenses account...if the negative is due to refund of expenses previous paid (Inframark expense???)
- Correction entries should be footnoted and/or previous financial statements restated (if the other entries are indeed correction entries).
- What would have been the results of the 2023 City Council election for the incumbents if election was held after the release of interim financial statements that showed the City operating at an annualized deficit of \$2 million??
- The unusual “negative expense” items still cast serious questions about the integrity of the City’s financial records.

Put the “watchdogs” to work for the City

- President Lyndon Baines Johnson was asked about why he didn't fire J. Edgar Hoover as Director of the FBI:
- “Better to have him inside the tent [peeing] out, than outside [peeing] in” (quoted in New York Times, Oct. 31, 1971)



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Blanco, Texas 786806
(512) 354-1115
(512) 298-3442 (fax)

EDUCATION AND CERTIFICATIONS:

Doctor of Jurisprudence from The University of Texas School of Law, 1988.

Bachelor of Business Administration in Accounting (*summa cum laude*) from St. Mary's University, 1986.

Certified Public Accountant, 1992 (Texas).

Certified by Texas Board of Legal Specialization in Estate Planning and Probate Law, 1995.

SELECTED PROFESSIONAL EXPERIENCE:

- 2016-Present* **Owner of Currier Law Firm, PLLC, Austin & Blanco, Texas.** Practice mainly in the areas of tax planning, compliance and controversy resolution; estate planning and probate law; trust and estate administration; trust and probate litigation, real estate, and general business and corporate law; creation and operation of charitable organizations; advising clients in the acquisition and sale of businesses.
- 2000-2016* **Partner with Vacek, Kiecke & Currier, LLP, Austin.** Practice mainly in the areas of tax planning, compliance and controversy resolution; estate planning and probate law; trust and estate administration; trust and probate litigation, real estate, and general business and corporate law; creation and operation of charitable organizations; advising clients in the acquisition and sale of businesses.
- 1997-2000* **Associate with West, Webb, Allbritton & Gentry, PC, College Station.** Practice mainly in the areas of estate planning and probate, but practice also included general tax planning, tax controversy resolution, corporate law, and general business law, including the sale and purchases of business; advising clients in the acquisition and sale of businesses.
- 1994 -1997* **Associate with Butler & Binion, LLP, Houston.** Member of Trusts & Estates section of firm. Practice mainly in the areas of estate planning and probate, with some individual tax, retirement, and financial planning.

1990-1994 ***Attorney with Smith, Carter, Rose & Finley, PC, San Angelo.*** Practice mainly consisted of the areas of taxation, estate planning & probate, retirement plans, and general business law. Tax practice included planning, compliance, and representation before taxing entities in matters of controversy, and covered individual, corporate, estate, gift, fiduciary, and state tax matters. Estate planning includes preparation of wills, revocable and irrevocable trusts, life insurance trusts (including split dollar), Medicaid trusts, powers of attorney, and the documents necessary to form charitable foundations. Retirement planning includes the design and maintenance of individually designed defined contribution and defined benefit plans, advising clients on the administration of plans, and obtaining favorable determination letters from the I.R.S. on plan terminations and amendments. General business practice includes forming corporations, partnerships, and limited liability companies. Handled various administrative duties including administering firm's retirement plans and providing in-house technical support for computer network system.

PROFESSIONAL ORGANIZATIONS AND COURT ADMISSIONS:

Admitted to U.S. District Court, Northern District and Western District, and U.S. Tax Court

State Bar of Texas (Tax; Real Estate, Probate and Trust; and Business Law Sections)

Texas Society of Certified Public Accountants

STAFF
CITY HALL

**STAFF
POLICE
DEPARTMENT**

BLANCO POLICE DEPARTMENT MONTHLY STATISTICS 2023



January	February	March	April	May	June	July	August	September	October	November	December
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Crime Statistics												YTD
Major Crimes												
Assaults	1	2	2	2	0	1						8
Sexual Offenses	0	2	0	4	0	0						6
Other	0	0	0	0	1	0						1
Burglaries												
Residence	0	0	1	0	0	0						1
Vehicle	0	0	0	0	0	0						0
Business	1	1	0	0	0	0						2
Theft	0	0	1	3	5	3						12
Criminal Mischief	2	0	1	1	1	1						6
Alcohol Violations	2	4	5	3	6	5						25
Narcotics Violations	6	3	2	7	7	1						26
Arrests												
Individuals	6	9	10	11	12	6						54
Adult	5	6	10	11	12	6						50
Juvenile	1	3	0	0	0	0						4
Offenses	7	11	12	13	13	7						63
Felony	3	4	1	0	6	2						16
Misdemeanor	4	7	11	13	7	5						47
Filed by CID	3	6	8	0	7	1						25
Calls for Service												
Total Calls for Service	306	300	293	301	310	278						1788
Assist EMS	9	7	4	7	4	7						38
Assist Fire	2	4	2	2	0	0						10
Assist Other Agency	12	12	10	23	15	17						89
Assist Public	4	14	13	5	18	12						66
Accidents	7	7	8	5	13	11						51
Disturbances	7	10	11	4	5	3						40
Suspicious Activity	32	22	27	30	29	34						174
Alarms	3	7	8	8	8	12						46
Animal Calls	7	5	3	1	6	4						26
City Ordinance Viol.	1	1	0	1	2	1						6
Traffic Enforcement												
Citations	64	60	109	117	135	119						604
Warnings	194	155	145	221	240	210						1165
Speeding	35	41	52	57	70	76						331
D.L. Violations	17	9	15	14	22	15						92
Registration	8	11	18	22	18	18						95
Insurance	6	5	7	6	8	5						37
Stop Sign/Light	0	1	4	3	1	4						13
Equipment	1	1	3	2	0	1						8
Other	9	3	16	13	16	0						57
Other												
Time Out of City	22	28	27	31	37	29						174
Record Requests	10	14	13	11	17	15						80
Golf Cart Permits	0	0	0	1	0	0						1
Home Watches	150	131	118	152	63	95						709

CONSENT

ITEM #1

**BUDGET WORKSHOP
OF THE GOVERNING BODY OF
THE CITY OF BLANCO**

**Meeting Minutes
June 13, 2023**

A budget workshop of the City Council, City of Blanco, Texas was held on June 13, 2023, at 4:30 pm at the Byars Building, 308 Pecan Street, Blanco, Texas.

The meeting was called to order at 4:30 pm by Mayor Arnold, followed by roll call announcing a quorum was present. The Pledge of Allegiance was led by Council Member Moses. Council members present: Mayor Arnold, Mayor Pro-Tem Thraikill and Council Members McClellan, Smith, Swinson, and Moses.

City staff present: Warren Escovy, Sasha Ricks, Laurie Cassidy, and Police Chief Scott Rubin.

Public Comments:

- Trey Atchley, Blanco business owner, spoke in support of the Police Department budget, asking the council to look at very carefully. We are fortunate to have Chief Scott Rubin as our leader of the Police Department and should lean on his expert opinion concerning the staffing of the department.
- Neil Neyens, Blanco County resident since 1995 and 30-year retired law enforcement, spoke in support of the Police Department budget. He said Chief Rubin is doing an excellent job. It is hard to get and keep good people, especially in a small town. Encouraged the council to speak with the officers. Turnover adds additional cost.
- Joe Hernandez, 20 plus year Blanco County resident and Austin police veteran spoke in support of the Police Department budget. He said there is nothing like coming home to Blanco and enjoying the safety and all the other things Blanco has to offer. This is due to the citizens and the police department. Safety and expectation of officers plays a big part in keeping everyone safe. Want the best for Blanco. Thank you for your service.

Budget Workshop #1 – No action by Council.

Adjournment:

The meeting was adjourned at 5:54 pm.

Respectfully submitted,

Mike Arnold, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

These minutes were approved on the _____ day of _____, 2023.

CONSENT
ITEM #2

**REGULAR MEETING AND PUBLIC HEARING
OF THE GOVERNING BODY OF
THE CITY OF BLANCO**

**Meeting Minutes
June 13, 2023**

A regular meeting and special hearing of the City Council, City of Blanco, Texas was held on June 13, 2023, at 6:00 pm at the Byars Building, 308 Pecan Street, Blanco, Texas.

The meeting was called to order at 6:13 pm by Mayor Arnold, followed by roll call (Laurie Cassidy) announcing a quorum was present. The Invocation and Pledge of Allegiance were led by Rev. Bryn Caddell, Vicar. Council members present: Mayor Arnold, Mayor Pro-Tem Thrailkill and Council Members McClellan, Smith, Swinson, and Moses.

City staff present: Warren Escovy, Sasha Ricks, Laurie Cassidy, and Police Chief Scott Rubin.

Mayor Arnold made the following announcements:

- Still on Stage 2 Water Restrictions, be mindful of your water usage.
- Blanco County Burn Ban is OFF at this time.
- Preliminary report on Lavender Fest, attendance was up this year, estimated number of attendees was 35,000 to 37,000 people with 88% of the vendors returning from last year.

Public Comments:

- Rachel Lumpee, resident, comments read by Laurie Cassidy, City Secretary. Mrs. Lumpee thanked the Police Department for their hard work during Lavender Fest. She said she believes the current members of the commissions have done a great job and she hopes their hard work continues. She also stated she believes it would be a mistake to go out for RFQ for a new city attorney at this time as the city is facing a lot of issues including the Highway 281 expansion and the water plant construction and our current attorney is familiar with all that is going on and has provided excellent service these past few years.
- Wayne Gosnell, resident, spoke regarding new business item #9 RFQ for city attorney. He said he is not sure why this item is on the agenda. There could be two issues, the cost of attorney and/or the attorney himself. Mr. Tuggey is very responsive and knowledgeable of the issues ongoing in Blanco and his fee seems reasonable. If it is not broke, don't fix it.

PUBLIC HEARING (6:21 pm):

1. Approval of New Short-Term Rental permit, La Casita at 850 Cherry Street (Traweek, Lot 04 Pt of NW 1/3 of N ½ Acres .29), Blanco, Texas 78606, (Owner: Dustin L. Culak and Luz Vianey Gonzalez). -- **NO COMMENTS**

Proclamations:

- Mayor Arnold shared the First Responders Proclamation.

Staff Presentations:

- City Hall, Warren Escovy, City Administrator shared an update on the TxDOT relief route 281, the Mayor has met with TxDOT, discussing option and meeting their relief route team. Three budget workshops are planned to review next year's budget. The first one was today and the next one will be held on June 27 at 4:30 pm. Pavement restoration, 5-6% remaining, should be completed next week. Lavender Fest was hot but successful.
- Police Department, Chief Rubin presented the May Monthly Report. Chief spoke saying arrests, calls for service, and traffic enforcement were all up. Lavender Fest went well, one domestic disturbance call on Thursday at Old 300 (parking lot).

Consent Agenda: *The following items may be acted upon in one motion.* No separate discussion or action is necessary unless requested by the Mayor or a Council Member, in which those items will be pulled for separate consideration.

1. Approval of Minutes from the May 16, 2023, Special Meeting.

Amendments to Minutes:

NB #1, page 3, note that Mayor Pro-Tem Thraikill abstained from the vote.

OB #2, page 3, change "we *anticipate* modification" to "we **require** modification".

A motion was made by Mayor Pro-Tem Thraikill to approve the consent agenda item 1 as amended above, seconded by Council Member Smith, all in favor, motion carried unanimously.

New Business: Consider, discuss, and take appropriate action on the following:

1. Consideration, Discussion, and Take Possible Action on Approval of New Short-Term Rental permit, La Casita at 850 Cherry Street (Traweek, Lot 04 Pt of NW 1/3 of N 1/2 Acres .29), Blanco, Texas 78606, (Owner: Dustin L. Culak and Luz Vianey Gonzalez). P&Z commission. Planning & Zoning Commission reviewed and recommends approval of this short-term rental permit. **A motion was made by Council Member McClellan to approve the new short-term rental permit, La Casita at 850 Cherry Street, seconded by Council Member Moses, all in favor, motion carried unanimously.**
2. Consideration, Discussion, and Take Possible Action on Violation of Dark Skies Ordinance, Upgrades on the Exterior Lighting done by PEC, (Council Member Smith). Attorney Tuggey asked for this item to be tabled for the next month. He has been speaking with general council and PEC is hearing about this from a lot of towns. Details to come in the near future, PEC may be rolling out new plan. Yett Park has a bright light that needs to be adjusted, recommend downward lighting. **A motion was made by Council Member Smith to table item, seconded by Council Member Moses, all in favor, motion carried unanimously.**
3. Consideration, Discussion, and Take Possible Action on Approval of Change Order 012 to the Water Treatment Plant Contract to Include removal and replacement of the existing 1" force main and replace it with a 2" force main that will discharge the waste into the City's wastewater collection system. This Change Order will Increase the Contract by \$66,364.23 and add 21 Days to the Completion of the Project (Ardurra, City Engineer). Part of the WTP improvements project included replacing the grinder pumps at the sludge pump station and installing a 2" force main to connect to the existing 1" force main. This Change Order is to remove and replace the existing 1" force main and replace it with a 2" force main.

Warren Escovy explained the three water treatment plant change orders. He recommended tabling these items for further research. Mayor wants to rethink these change orders. Byron, city engineer with Ardurra met with the Mayor last week and agrees to look into other options. **A motion was made by Council Member Moses to table item for future investigation of other options, seconded by Council Member Smith, all in favor, motion carried unanimously.**

4. Consideration, Discussion, and Take Possible Action on Approval of Change Order 013 to the Water Treatment Plant Contract to Include replacement of inadequate bentonite dosing system. This Change Order will Increase the Contract by \$51,102.94 and add 140 Days to the Completion of the Project (Ardurra, City Engineer). Mayor asked if there are other options to avoid Bentonite dosing. Byron, city engineer with Ardurra said this was approved through TCEQ. Old system was salvaged and stored off site. When they went to reinstall the old system, it was found to be in disrepair. The council discussed and questioned the 140 day time period. This is the lead time to obtain materials from the vendor. Plant is inoperable at this time. Old system is not usable as it is 30-40 years old. This Change Order was issued in March, why the delay in bringing to council?. Engineer packaged multiple change orders into one. Will need to go back to TCEQ for this change order and that will take 4-6 months. Any other vendors to speed this process up? No, single source provider. Tuggey suggested you approve this item without the 140 days. **Council Member Smith requested this item be moved to executive session for further discussion.**
5. Consideration, Discussion, and Take Possible Action on Approval of Change Order 014 to the Water Treatment Plant Contract to Include overage from original allowance of PEC electrical service. This Change Order will Increase the Contract by \$17,630.60 and add 57 Days to the Completion of the Project (Ardurra, City Engineer). Byron said the project's original allowance for PEC electrical service was \$10,000. The total cost for the new PEC electrical service for the project was \$27,630.60. There was a \$17,630.60 overage and was captured on pay application 19 on 08/31/2022. **A motion was made by Council Member Smith to approve Change Order 014. Mayor Arnold questioned the 57 days. Council Member Smith asked to move this item to executive session.**
6. Consideration, Discussion, and Take Possible Action on approval of Planning & Zoning Commissioners (term is July 1, 2023 to June 30, 2025--- 2 year term). Warren Escovy, City Administrator said the Planning & Zoning Commission met and reviewed all new applications. They recommend the approval of Candy Cargill and Cathleen Inman's applications. Council suggested they support P&Z's recommendations. **A motion was made by Mayor Pro-Tem Thraillkill to approve the current five commissions (Brandon Carlson, Lynn DeVincenzo, Marissa Mensik, Julie Alexander-Shacklett, and Andrew Forsberg), plus Candy Cargill, and Cathleen Inman, seconded by Council Member Moses, all in favor, motion carried unanimously.**
7. Consideration, Discussion, and Take Possible Action on approval of Blanco Historic Preservation Commissioners (term is July 1, 2023 to June 30, 2025--- 2 year term). Laurie Cassidy, City Secretary said the current Historic Preservation Commissioners are Hollis Boatright, William B. Cox, Pamela P. Capps, Gail McClellan, and Maria Mathis-Kruser, with one vacancy. Mayor Pro-Tem Thraillkill spoke about the confusion on the terms. The existing Historic Commissioners were each voted on by their peers to remain on the Commission. They also voted to recommend Jacqueline Milford-Flores as the sixth commission for the next two year term. Council Member Moses agreed there was some confusion. Per the UDC there are guidelines for the selection process.

A motion was made by Mayor Pro-Tem Thraikill to accept the Historic Commission recommendations, seconded by Council Member Moses, all in favor, motion carried unanimously.

8. Approval of CIAMAC Appointment to Fill Vacancy (Mayor Pro-Tem Thraikill). Mayor Pro-Tem Thraikill explained that we lost member Heinz Roesch who was the representative from the Planning & Zoning Commission therefore he is recommending his replacement from P&Z be Brandon Carlson, who is a valued member of the business community. **A motion was made by Mayor Pro-Tem Thraikill to ratify the list of CIAMAC committee members to include Brandon Carlson, seconded by Council Member McClellan, motion carried 4-1 with Council Member Moses opposed.**
9. Consideration, Discussion, and Take Possible Action on Authorization of City Administrator to go out for RFQ for City Attorney. Warren Escovy, City Administrator explained Council entered into agreement with current attorney Tuggey in December 2021. His current base rate is \$200 per hour. The basis that Council should consider when determining whether to go out for RFQ for a new attorney would be as follows: 1) accuracy of information provided which would include promptness, 2) relationship with council and staff, 3) integrity, honesty, and willingness to be helpful, and 4) cost of services. The administration recommends Council review the following three options and make a decision. 1) authorize city administrator to go out for RFQ for city attorney services, 2) don't authorize city administrator to go out for RFQ, or 3) authorize city administrator to negotiate a new contract with the city attorney lowering the base fee and looking at other cost savings. Council discussed the three options in detail. **A motion was made by Mayor Pro-Tem Thraikill to Not go out for RFQ for City Attorney, but to empower the City Administrator to reevaluate the City Attorney's fees and report back to council, seconded by Council Member McClellan, motion carried 4-1 with Council Member Moses opposed.**
10. Consideration, Discussion, and Take Possible Action on Authorization of City Administrator to go out for RFQ for IT Services. Warren Escovy, City Administrator, spoke, saying our IT services are adequate but by going out for RFQ we could look at ways to improve service, lower costs and provide better value for IT services. Staff recommends that the Council authorize the City Administrator to go out for RFQ for computer maintenance, server maintenance and IT support services. **A motion was made by Council Member Moses to authorize the City Administrator to go out for RFQ for IT Services, seconded by Council Member Swinson, all in favor, motion carried unanimously.**
11. Consideration, Discussion, and Take Possible Action on Amending Signer Dual Authorization between the City of Blanco and Texas Regional Bank. (Warren Escovy, City Administrator). Mayor Arnold shared that during the paperwork transition process for new signers it was discovered that we need to establish some better safeguards with our bank accounts. Any signer can currently withdraw any amount of money from current accounts. Past council/staff updates were not made by the bank. Sasha Ricks, Finance Director spoke with our bank regarding a couple of ways in which we can resolve these issues The first option is to utilize Positive Pay to authorize check verification. There is no additional fee for this service This involves finance sending a list of authorized payments to the bank that they can cross reference to clear each check written. Second option is a dual signer agreement, note on bank to notify bank management and city if someone tries to do a single signer transaction or transfer.

A motion was made by Council Member Smith to authorize our accounting department to add safe guard addendum to all bank accounts to require two signatures/approvals on any transaction at the bank level to guard online banking, to implement positive pay as discussed, and to authorize our City Administrator to look into possibility of bonding all signers, seconded by Council Member McClellan, all in favor, motion carried unanimously.

Warren requested Old Business item #1 be moved as next item.

1. Consideration, Discussion, and Take Possible Action on Approval of Contract between the City of Blanco and Texas Regional Bank to Secure Interest Rate of 3.15% on all Accounts Through December 31, 2023. Staff shared that in order to secure a 3.15% rate on our bank account the bank is asking for depository contract commitment until December 31, 2023. Staff's recommendation is to sign contract with Texas Regional Bank and request finance staff to keep only a minimum of \$250,000 at TRB and move the additional funds to Texas Class for further safety and better interest rate through Texas CLASS. **A motion was made by Council Member Moses to approve the depository contract with Texas Regional Bank and keep at least a \$250,000 balance in the account and move remaining funds to Texas CLASS, seconded by Council Member Smith, all in favor, motion carried unanimously.**
12. Consideration, Discussion and Take Possible Action on Preliminary Plan and Program for Relocation of City Hall. Mayor and City Administrator shared idea of moving city hall from its current location off the square to the old fire station two blocks off the Blanco historic square. Possible benefits of the move would allow the current location(s) to be rented to a business that could bring in retail sales tax. It would also allow for a new location that would have better parking and combine larger meeting spaces, more office space and possible additional rental space. Real estate evaluation has been done. The council discussed pros and cons. **A motion was made by Council Member Smith to continue to review our options for locations for City Hall provided we don't impact our current budget, seconded by Council Member Moses, all in favor, motion carried unanimously.**
13. Consideration, Discussion and Take Possible Action on Status and Program for Town Creek Stabilization Project. Tim Tuggey, City Attorney spoke requested guidance from council. A few months ago, per council request, a letter of interest was submitted to the Corp of Engineers. Council discussed. **A motion was made by Council Member Moses, to obtain pricing to update the engineering study plan, pursue funding, continue with the Corp of Engineers, outside of RFP, seconded by Council Member Smith, all in favor, motion carried unanimously.**
14. Consideration, Discussion and Take Possible Action on Amendments to City of Blanco Code of Ordinances Section 2.10.001 Meeting Rules of Conduct and Decorum and Section 2.10.002 Opening invocations before meetings (Council Member Moses). Council Member Moses said the goal is to update the invocation ordinance and meeting rules of conduct. Council discussed. **A motion was made by Council Member Moses to approve the redline amendments to the City of Blanco Code of Ordinance Section 2.10.002 Opening Invocation Before Meetings, as amended and replace *member of the clergy* with *eligible faith leader*, seconded by Council Member McClellan, motion passed 4-1 with Council Member Swinson opposed.**

Council Member Moses spoke about the current Code of Ordinances Section 2.10.001 Meeting Rules of Conduct and Decorum saying he believes the current ordinance violates the citizens first amendment rights. The council discussed the proposed revisions. **A motion was made by Council Member Moses to approve the redline changes to the City of Blanco code of ordinances section 2.10.001 meeting rules of conduct and decorum, which most importantly include removing the word *Council* from item number seven, seconded by Mayor Pro-Tem Thraikill, all in favor, motion carried unanimously.**

15. Consideration, Discussion and Take Possible Action to Approve Preparation and Program for Preliminary Analysis of Designated Infrastructure Projects. Mayor Arnold spoke with OJ Armstrong, CIAMAC committee chair who has been working with the Ardurra, the city engineer. Byron with Ardurra said they are currently getting assessment in order to create a capital improvement project (CIP) to identify segment(s) of roadway (9th Street from Elm Street to Greenlawn) and initiate a plan to assess the costs associated with each infrastructure project (water, sewer, paving) segment for the selected roadway. This would consist of developing a 20 or 30 year plan depending on funding. Total projected cost \$1.9 million. Council discussed. **A motion was made by Council Member Smith to approve the preparation and program to begin preliminary analysis of designated project and public workshop, seconded by Council Member Moses, all in favor, motion carried unanimously.**
16. Consideration, Discussion and Take Possible Action on Possible Formation, Organization and Operation of Ad Hoc or Regular City Committee(s) for Financial Transparency and Security, or other Committees (Council Member Smith). – **Mayor Arnold asked to move the item to executive session.**

Old Business: Consider, discuss, and take appropriate action on the following:

2. Consideration, Discussion, and Take Possible Action on Vapor Genius dba The Hill Country Vape & Smoke Appeal of Administrative Denial of Exterior Signage Plan. – **Mayor Arnold asked to move the item to executive session.**

Closed the regular meeting at 8:54 pm and convened into executive session.

Executive Session in accordance with Texas Government Code: in accordance with the authority contained in the Texas Government Code, Sections 551.071, 551.072, and 551.074.

1. Texas Government Code Sections 551.071 (Consultation with City Attorney), 551.072 (Real Estate) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding Real Estate Properties at 3401 S. US Highway 281 and 503 Pecan Street, Blanco, Texas 78606.
2. Texas Government Code Sections 551.071 (Consultation with City Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding Possible Formation, Organization and Operation of Ad Hoc or Regular City Committee(s) for Financial Transparency and Security, or other Committees.
3. Texas Government Code Sections 551.071 (Consultation with City Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding Vapor Genius dba The Hill Country Vape & Smoke Appeal of Administrative Denial of Exterior Signage Plan.

4. Texas Government Code Sections 551.071 (Consultation with City Attorney), 551.072 (Real Estate) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding Pharr Paradise Utility Easement Agreement.
5. Texas Government Code Section 551.071 (Consultation with City Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct. Confer with City Attorney regarding legal issues associated with the Water Treatment Plant Project; Bids, Contract. Award, and Notice to Proceed.
6. Texas Government Code Section 551.071 (Consultation with City Attorney), and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding TCEQ TPDES Permit and related issues.

Closed executive session at 10:16 pm and convened into regular meeting.

Items 1-6: No Action Taken

Adjournment:

A motion was made by Council Member Moses to adjourn the meeting, seconded by Council Member Smith, all in favor.

The meeting was adjourned at 10:18 pm.

Respectfully submitted,

Mike Arnold, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

These minutes were approved on the _____ day of _____, 2023.

CONSENT
ITEM #3

**SPECIAL MEETING AND BUDGET WORKSHOP
OF THE GOVERNING BODY OF
THE CITY OF BLANCO**

**Meeting Minutes
June 27, 2023**

A special meeting and budget workshop of the City Council, City of Blanco, Texas was held on June 27, 2023, at 4:30 pm at the Byars Building, 308 Pecan Street, Blanco, Texas.

The meeting was called to order at 4:31 pm by Mayor Arnold, followed by roll call announcing a quorum was present. The Pledge of Allegiance was led by Mayor Arnold. Council members present: Mayor Arnold, Mayor Pro-Tem Thraikill and Council Members Smith, Swinson, and Moses. Council Member McClellan was absent.

City staff present: Warren Escovy, Sasha Ricks, Laurie Cassidy, and Police Chief Scott Rubin.

Announcements: Council Member Keith McClellan is in the hospital please keep him in your prayers.

Public Comments:

- Neil Neyens, spoke in opposition of cutting the Police Department budget. He said he has a history of 34 years of law enforcement. He understands how hard it is to obtain and retain good officers. Chief Rubin has done an excellent job recruiting officers. Once you undo that it takes years to reestablish.

New Business: Consider, discuss, and take appropriate action on the following:

1. Consideration, Discussion and Take Possible Action on Authorization and Governance of a Committee for Financial Transparency and Security. – **Mayor moved item to Executive Session.**

2. Consideration, Discussion and Take Possible Action on Initiating Due Diligence and Investigation relating to Possible Sale or other Disposition of the City's Water System. Warren Escovy, City Administrator spoke regarding company, CSWR, Texas owns about 150 systems. They are interested in purchasing Blanco's system. Mayor spoke saying he handed this off to CIMAC to look into and do further research. Council Member Smith asked for this item to be on the agenda for discussion. He is opposed to selling our water assets. While there might be some advantages, he does not believe this is in the City's best interest. Has done due diligence on this and does not believe it warrants the council or staff's time. **A motion was made by Council Member Smith that we do not initiate due diligence on the sale of our water, seconded by Council Member Swinson, all in favor, motion carried 3-1 with Council Member Moses opposed.**

Closed the regular meeting at 4:39 pm and convened into executive session.

Executive Session in accordance with Texas Government Code: in accordance with the authority contained in the Texas Government Code, Sections 551.071, 551.072, and 551.074.

1. Texas Government Code Sections 551.071 (Consultation with City Attorney) and Section 1.05, Texas Disciplinary Rules of Professional Conduct; Confer with City Attorney regarding Authorization and Governance of a Committee for Financial Transparency and Security.
2. Texas Government Code Section 551.074 (Personnel Matters) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an Administrative Employee.

Closed executive session at 5:23 pm and convened into regular meeting.

1. Consideration, Discussion and Take Possible Action on Authorization and Governance of a Committee for Financial Transparency and Security. Council Member Thraikill said he is upset that a committee has already been meeting. Transparency is in this committee name, and it has come to his attention that a group of people have already met and furthermore, met without providing public notice. It has come to nefarious activity and what is being discussed is something other than what the committee is being formed to accomplish. It is worrisome and concerning. The council discussed it in detail. Forensic audit would be expensive. Council Member Swinson asked if Mayor Pro-Tem would feel better if Council selected the committee members. Is the Ad Hoc Committee active now? Council Member Swinson asked the Mayor what exact tasks this would bring up. Goal #1, Transparency Star Certified (good milestone). **A motion was made by Council Member Smith to form a Committee for Financial Transparency and Security, with no conflict of any other committee or members, consider a residing residency within 20 miles of the city, assign a point contact who would meet with the Finance Director, Sasha Rick to not overburden staff/finance, set committee at 6 members, who will each provide a statement of qualifications, seconded by Council Member Moses, motion carried 3-1 with Mayor Pro-Tem Thraikill opposed.**

Budget Workshop #2 – No action by Council.

Polled council regarding 5% tax rate increase, Council Members Smith and Swinson and Mayor Pro-Tem Thraikill in favor. Council Member Moses opposed.

Adjournment:

A motion was made by Council Member Moses to adjourn the meeting, seconded by Mayor Pro-Tem Thraikill, all in favor.

The meeting was adjourned at 8:03 pm.

Respectfully submitted,

Mike Arnold, Mayor

ATTEST:

Laurie A. Cassidy, City Secretary

These minutes were approved on the _____ day of _____, 2023.

OLD BUSINESS

ITEM #1

OLD BUSINESS

ITEM #2

Change Order #12 – 2” Force Main Upgrades

Part of the WTP improvements project included replacing the grinder pumps at the sludge pump station and installing a 2” force main to connect to the existing 1” force main. This Change Order is to remove and replace the existing 1” force main and replace it with a 2” force main that will discharge the waste into the City’s wastewater collection system.

Change Order #13 – Bentonite Dosing System

Per the original contract, the contractor was directed to relocate and salvage the existing bentonite dosing system. ACP received approval and stored the existing system at a City owned storage facility. Upon installation, ACP found the system in poor condition. The City Public Works Director deemed the existing system to be inadequate and directed ACP to procure a new bentonite dosing system.

Change Order #14 – PEC Electrical Service Allowance

The project’s original allowance for PEC electrical service was \$10,000.00. The total cost for the new PEC electrical service for the project was \$27,630.60. There was a \$17,630.60 overage and was captured on pay application 19 on 8/31/2022.

If you have any additional questions, I can be contacted at 210-822-2232.

Respectfully Submitted,
Ardurra Group, Inc.
TBPE Firm No. F-10053



Byron Sanderfer, P.E., CFM
Public Works Practice Director

OLD BUSINESS

ITEM #3

Change Order #12 – 2” Force Main Upgrades

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Change Order #13 – Bentonite Dosing System

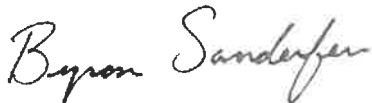
Per the original contract, the contractor was directed to relocate and salvage the existing bentonite dosing system. ACP received approval and stored the existing system at a City owned storage facility. Upon installation, ACP found the system in poor condition. The City Public Works Director deemed the existing system to be inadequate and directed ACP to procure a new bentonite dosing system.

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If you have any additional questions, I can be contacted at 210-822-2232.

Respectfully Submitted,
Ardurra Group, Inc.
TBPE Firm No. F-10053



Byron Sanderfer, P.E., CFM
Public Works Practice Director



Laurie Cassidy <citysec@cityofblancotx.gov>

CC Agenda - June 13, 2023

Byron Sanderfer <bsanderfer@ardurra.com>

Wed, Jun 7, 2023 at 7:54 PM

To: Mike Arnold <mayor@cityofblancotx.gov>

Cc: Warren Escovy <cityadmin@cityofblancotx.gov>, Laurie Cassidy <citysec@cityofblancotx.gov>, Tim Tuggey <tnt@timtuggeylaw.com>, Jonathan Teafatiller <jteafatiller@ardurra.com>, "Berryman, Damon" <damon.berryman@inframark.com>

Mayor,

As requested, attached is a summary of all the change orders to date for the WTP. Also, below is a summary of the Bentonite dosing system and attached is some background information regarding the proposed change order.

CO No. 13 - Bentonite Dosing System

The Bentonite Dosing System is critical for the water treatment process. The original contract/construction drawings directed the contractor (ACP) to "relocate the existing bentonite dosing system" (see note #1 in the attached plan sheet) with the purpose of re-using the existing system for the new WTP. Based on information provided to Ardurra from ACP and Public Works (Inframark), the existing bentonite dosing system was stored at the City's Public Works storage yard while the WTP has been under construction. The previous administration and staff dismantled the existing dosing system while it was in storage. It is unclear if the existing dosing system was dismantled for borrow parts or if the City staff was self-performing maintenance/repairs. Regardless, When ACP returned to the storage yard to pick up the existing bentonite dosing system, ACP found the equipment in pieces/parts, and it was deemed unusable. This was also confirmed by Inframark. A new bentonite dosing system is needed and is critical to the daily operation of the new WTP.

Note: The mixing motor is not included in the change order because the cost for the motor was included with the original contract.

This portion of the change order is the most critical due to the long lead time, the other items associated with the proposed change order can be acted on later once the City's concerns are addressed.

If you have any questions or need additional information, please feel free to give me a call.

[Quoted text hidden]

3 attachments

City of Blanco_WTP_CO Summary.pdf
61K

City of Blanco_WTP Change Order #9 and #11-#14.pdf
12003K

Pages from Bentonite Mixer.pdf
469K

OLD BUSINESS

ITEM #4

Change Order #12 – 2” Force Main Upgrades

Part of the WTP improvements project included replacing the grinder pumps at the sludge pump station and installing a 2” force main to connect to the existing 1” force main. This Change Order is to remove and replace the existing 1” force main and replace it with a 2” force main that will discharge the waste into the City’s wastewater collection system.

Change Order #13 – Bentonite Dosing System

Per the original contract, the contractor was directed to relocate and salvage the existing bentonite dosing system. ACP received approval and stored the existing system at a City owned storage facility. Upon installation, ACP found the system in poor condition. The City Public Works Director deemed the existing system to be inadequate and directed ACP to procure a new bentonite dosing system.

Change Order #14 – PEC Electrical Service Allowance

The project’s original allowance for PEC electrical service was \$10,000.00. The total cost for the new PEC electrical service for the project was \$27,630.60. There was a \$17,630.60 overage and was captured on pay application 19 on 8/31/2022.

If you have any additional questions, I can be contacted at 210-822-2232.

Respectfully Submitted,
Ardurra Group, Inc.
TBPE Firm No. F-10053



Byron Sanderfer, P.E., CFM
Public Works Practice Director

NEW BUSINESS

ITEM #1



City of Blanco

P.O. Box 750 Blanco, Texas 78606
Office 830-833-4525 Fax 830-833-4121

Request to be placed on City Council Agenda:

I, Sasha Ricks request to be placed on the Agenda of the City Council Regular Meeting of July 2023 (insert date of meeting).

Agenda Topic/Concern:

Updated Investment Policy

Introduction/Background:

Lindsay with Conn Reznick is helping us write up policy and update policy's.

Policy Analysis/Benefit(s) To Citizens:

The investment policy manages in a manner responsive to the public trust

Long Term Financial & Budget Impact:

Having an updated policy that fits our current investment is beneficial to the city and the citizens trust.

Recommendation/Proposed Motion:

The recommendation to to pass this updated investment policy for the City of Blanco

I agree that the information must be submitted to the City Secretary no later than 5:00 pm Tuesday before the meeting date.

City of Blanco

Investment Policy

July 11, 2023

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I. PURPOSE

The purpose of this Policy is to provide policy and strategy guidelines for the prudent investment of funds of the City of Blanco (“the City”), to achieve the goals of safety, liquidity, yield, and diversification for all investment activity. It is the policy of the City that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, applicable Bond Resolution requirements, applicable Loan Covenants, adopted Investment Policy, and adopted investment Strategy.

This investment policy complies with the Public Funds Investment Act, Chapter 2256 of the Government Code (the “Act”), which requires each local government to adopt a written investment policy regarding the investment of its funds and funds under its control and is designed to secure all funds of the City. The Investment Policy addresses the methods, procedures, and practices that must be exercised to ensure effective and judicious fiscal management of the City’s funds.

II. GOVERNING AUTHORITY

Public Funds Investment Act. All investments shall be managed in a manner responsive to the public trust, consistent with state and local law, including Texas Government Code Chapter §2256, the Public Funds Investment Act (PFIA or “the Act”).

Local Governance. The City Council retains ultimate fiduciary responsibility for the city portfolio. The Finance Director is designated by the City Council as the Investment Officer of the City and other

Investment Officers may be additionally designated to provide adequate redundancy by having properly trained and informed staff. The City may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with the entity's objectives (PFIA §2256.005 (f)). Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy and held to the Prudent Investor standard of care. No person may engage in an investment transaction except as provided under the terms of this Policy.

Trained Staff. All Investment Officers shall attend at least one training session provided by an independent source, in accordance with the Act, within 12 months after assuming investment duties and shall attend ten hours of training every two successive fiscal years beginning on the first day of the fiscal year (PFIA §2256.008).

III. SCOPE

This Investment Policy shall govern the investment of all financial assets of the City.

When reasonable, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles (GAAP).

This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered for the benefit of the City by outside agencies under deferred compensation programs.

At the time of the adoption of this policy, the City's only investments lie with the local government investment pool, Texas CLASS.

IV. INVESTMENT OBJECTIVES AND STRATEGY

The City shall manage and invest its cash with five primary objectives, listed in order of priority: safety, liquidity, diversification, public trust, and yield, expressed as optimization of interest earnings. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The City shall maintain a comprehensive cash management program, which includes a collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies to insure maximum cash availability and maximum earnings on short-term investment of idle cash.

Safety

Protection of the principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

A. Credit Risk – The City will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, by:

- Limiting investments to the safest types of investments.
- Pre-qualifying the financial institutions and broker/dealers with which the City will do business.
- Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.

B. Interest Rate Risk – The City will minimize the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.
- Investing operating funds primarily in certificates of deposit, shorter term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds.
- When applicable, diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, some or all of the portfolios may be invested in shares of money market mutual funds or local government investment pools that offer same-day liquidity.

Diversification

If the City's portfolio expands beyond local government investment pools, investment selections shall be diversified by market sector, issuer, and maturity to spread risk and manage market risk.

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

Yield

The investment portfolio shall be designed with the objective of attaining a reasonable market yield throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Strategy

The current investment strategy has been designed to accomplish these objectives:

- The City invests in Texas CLASS, an investment trust open to any municipality, county, school district, or authority created under Section 52(b)(1) or (2), Article III or Section 59, Article XVI, Texas Constitution, a fresh water supply district, a hospital district and any political subdivision, authority, public corporation, body politic, or instrumentality of the state of Texas, any office, department, commission, board, or other agency that is part of any branch of State government, an institution of higher education, and any nonprofit corporation acting on behalf of any of those entities that has taken the actions required by Section 2256.016 of the Act and that has executed either the Trust Agreement or a counterpart of the Trust Agreement or a participation certificate. Texas CLASS employs similar investment objectives and strategies to the City, which include legality, safety, liquidity, and yield.

If the City expands its investment portfolio to include investments beyond Texas local government investment pools, the Strategy will be updated to be compliant with the requirements set forth in Section 2256.005 of the Act.

V. RESPONSIBILITY AND CONTROL

Delegation of Authority

In accordance with the Act, the City Council will designate the City's Investment Officers by resolution. An Investment Officer is authorized to execute investment transactions on behalf of the City and may deposit, withdraw, transfer, or manage funds for investment purposes. Only the Investment Officers may engage in an investment transaction or the management of City funds after designation by the Council. The City may further contract with a non-discretionary registered investment adviser to advise on the management of the City's portfolio. The investment authority granted to the investing officers is effective until rescinded by the City Council.

Quality and Capability of Investment Management

The City shall ensure that periodic training in investments is completed by the designated Investment Officers through courses and seminars offered by professional organizations, associations, and other independent sources in order to ensure the quality and capability of investment management in compliance with the Act.

Training Requirement

In accordance with the City and the Act, designated Investment Officers shall attend eight (8) hours of investment training every two fiscal years relating to investment risks and responsibilities as specified in the Act. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within twelve months of the date the officer took office or assumed the officer's duties. The investment training session shall be provided by an independent source approved by the City Council. For purposes of this policy, an "independent source" from which investment training shall be obtained include a professional organization, an institution of higher education or any other sponsor other than a business organization with whom the City may engage in an investment transaction.

Internal Controls

The City's Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The

concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Prudence

The standard of prudence to be applied by the Investment Officers shall be the "prudent investor" rule. This rule states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived."

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- Whether the investment decision was consistent with the written approved investment policy of the City.

Indemnification

The Investment Officers, acting in accordance with written procedures and exercising due diligence, shall not be held personally liable for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately, and the appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest

Investment Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Employees and Investment Officers shall disclose any material interests in financial institutions or counterparties with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

An Investment Officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest to the City Council.

In addition, an Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council. For this purpose, a personal business relationship shall be defined as:

- Owning 10% or more of the voting stock of the firm
- Owning \$5,000 or more of the fair market value of the firm
- Receiving more than 10% of the Officer's annual income from the firm, or

- Having acquired \$2,500 or more from the firm in his personal account

VI. SUITABLE AND AUTHORIZED INVESTMENTS

Portfolio Management

The City's investment portfolio is comprised entirely of investments in Texas CLASS, over which the City has no management authority or discretion. However, in general, the City maintains a "buy and hold," portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.
- The cash flow needs of the City require that the investment be liquidated.

Investments

City funds governed by this policy may be invested only in the instruments described in "A. Authorized Investments Under This Policy" below, all of which are authorized by the Act. Authorized investments under the Act are more extensive than the investments authorized under this policy. Investment of City funds in any instrument or security not authorized under this Policy is prohibited. If the City desires to invest in the instruments authorized under the Act that are not authorized under this policy, the City must amend this policy to reflect authorization of those instruments. Any amendments or revisions to this policy shall be approved by the City Council. The City will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

A. Authorized Investments Under This Policy

- Texas local government investment pools, which 1) meet the requirements of the Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, 3) must maintain a maximum average dollar weighted maturity of 60 days, 4) seek to maintain a \$1.00 net asset value, 5) be authorized by resolution or ordinance of the City Council; and 6) are in compliance with SEC Rule 2a- 7.

B. Authorized Investments Under the Act

- Obligations of the United States of America, its agencies and instrumentalities, excluding mortgage-backed securities, with a stated final maturity not to exceed three years.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent, with a stated final maturity not to exceed three years.
- Depository Certificates of Deposit issued by a bank or savings bank doing business in Texas that is insured by the Federal Deposit Insurance Corporation or its successor or secured by obligations in a manner and amount provided by law and this policy for deposits of the City.
- Money Market Mutual Funds that 1) are registered and regulated by the Securities and Exchange Commission, 2) have a dollar weighted average stated maturity of 60 days or less,

3) are rated AAA by at least one nationally recognized rating service, 4) seek to maintain a net asset value of \$1.00 per share; and 5) are in compliance with SEC Rule 2a-7

- Texas local government investment pools, which 1) meet the requirements of the Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, 3) must maintain a maximum average dollar weighted maturity of 60 days, 4) seek to maintain a \$1.00 net asset value, 5) be authorized by resolution or ordinance of the City Council; and 6) are in compliance with SEC Rule 2a- 7.
- Fully collateralized repurchase agreements with a bank in Texas or a primary dealer, executed under the Bond Market Master Repurchase Agreement in accordance with the Act not to exceed 120 days. Flex repurchase agreements may be used for bond proceeds and may exceed 120 days but must be matched to the projected expenditures of the funds.
- FDIC insured "brokered certificates of deposit" securities from a bank in any U.S. state, delivered versus payment to the City's safekeeping agent, not to exceed one year to maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank (at www.fdic.gov) to assure that the bank is FDIC insured.
- FDIC insured or collateralized interest-bearing accounts in any bank in Texas.

C. Not Authorized

- Interest-only or principal-only mortgage-backed securities, collateralized mortgage obligations with an inverse floating interest rate or a maturity date of over 10 years are strictly prohibited.

VII. INVESTMENT PARAMETERS

Maximum Maturities

The longer the maturity of investments the greater their potential price volatility, therefore it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risk caused by changes in interest rates.

The City attempts to match its investments with anticipated cash flow requirements. The City will not directly invest in securities maturing more than two (2) years from the date of purchase; however, the above-described obligations, certificates, or agreements may be collateralized using longer dated investments.

Because no secondary market exists for repurchase agreements, the maximum maturity shall be 120 days except in the case of a flexible repurchase agreement for bond proceeds. The maximum maturity for such an investment shall be determined in accordance with project cash flow projections and the requirements of the governing bond ordinance.

The composite portfolio will have a maximum weighted average maturity of 365 days. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security.

Diversification

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid over concentration in investments from a specific issuer or business sector (excluding U.S. Treasury securities and certificates of deposit that are fully insured and collateralized in accordance with state and federal law),
- Limiting investment in investments that have higher credit risks,
- Investing in investments with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

VIII. AUTHORIZED BANKS AND DEALERS

Depository

At least every five years, a banking services depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of a depository will be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law.
- The ability to provide requested information or financial statements for the periods specified.
- The ability to meet all requirements in the banking RFP.
- Complete response to all required items on the bid form.
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.

Authorized Brokers/Dealers

The City Council shall, at least annually, review, revise, and adopt a list of qualified broker/dealers authorized to engage in investment transactions with the City.

Those firms that request to become qualified bidders for securities transactions will be required to provide a completed broker/dealer questionnaire that provides information regarding creditworthiness, experience, and reputation. Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories.

All local government investment pools must sign a certification acknowledging that the pool has received and reviewed the City of Blanco Investment Policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the City's policy.

Competitive Bids

It is the policy of the City to require competitive bidding for all individual security purchases and sales except for transactions with money market mutual funds and local government investment pools. Treasury and agency securities purchased at issue through an approved broker/dealer or financial institution must still be compared to alternatives in the secondary market.

Delivery vs. Payment

Securities shall be purchased using the **delivery vs. payment** method except for investment pools and money market mutual funds. Funds will be released after notification that the purchased security has been received.

IX. SAFEKEEPING OF SECURITIES AND COLLATERAL

Safekeeping and Custodian Agreements

The City shall contract with a bank or banks for the safekeeping of securities owned by the City as part of its investment portfolio. The City will approve the Custodian for pledged collateral to secure demand or time deposits. Securities owned by the City shall be held for the City as evidenced by safekeeping receipts from the safekeeping institution.

An independent third-party Custodian for collateral will be approved by the City. Collateral for deposits will be evidenced by original safekeeping receipts from the Custodian in which the collateral is held. Collateral must be held by an independent bank outside the holding company of the depository, a Federal Reserve Bank, or a Federal Home Loan Bank.

Collateral Policy

Consistent with the requirements of the Public Funds Collateral Act (Gov' t Code 2257), it is the policy of the City to require full collateralization of all City funds at all times and demand deposits with any depository bank. In order to anticipate market changes and provide security for all funds, the market value of the collateral will be no less than 100% of principal and accrued interest on the deposits less the amount insured by the FDIC daily.

At its discretion, the City may require a higher level of collateralization for certain investment securities. The Finance Director is responsible for entering into collateralization agreements with third party custodians in compliance with this policy. The acceptable investment securities for collateral are:

- Obligations of the U.S. Government, its agencies and instrumentalities including mortgage-backed securities and CMOs passing the bank test.
- Obligations of any state or local government rated AA or better by at least two nationally recognized rating agencies.
- Letters of credit from the FHLB.

Preference will be given to pledged securities rather than letters of credit. The collateral agreement shall include provisions relating to possession of the collateral, the substitution or release of investment securities, pledge of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City directly from the Custodian and retained.

The custodian shall provide a monthly report of collateral directly to the City. Collateral shall be reviewed at least quarterly by the City to assure the market value of the pledged securities is adequate.

Subject to Audit

All collateral shall be subject to inspection and audit by the Finance Director or the City's independent auditors.

X. MONITORING

Performance Standards

The City's investment portfolio will be managed in accordance with the parameters specified within this Policy. The portfolio shall be designed with the objective of obtaining a reasonable yield through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the City. Quarterly reports will provide performance information comparing the City's yield to the one-year Treasury Bill which will be the benchmark for the portfolio in keeping with its one-year maximum weighted average maturity.

It is the policy of the City to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the City shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market values will be reported, at a minimum, on a quarterly basis on all securities owned and compared to the current amortized book value.

The Investment Officers shall prepare and sign an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the average investment yield for the quarter.

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principles (GAAP) and the Act. This summary will be prepared in a manner that will allow the City to ascertain whether investments activities during the reporting period have complied with the Investment Policy. The report will be provided to the City Council on a timely basis. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses.
- A listing of the beginning and ending book and market value of securities for the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued and amortized interest and earnings for the reporting period.
- A comparison to performance benchmarks for the period for individual securities.
- The percentage of the total portfolio that each type of investment represents.

- Statement of compliance of the City's investment portfolio with the Act and the Investment Strategy and Policy approved by the City Council.
- Additions and changes to the market value during the period.

Monitoring Market Value

The market value of all securities in the portfolio will be determined on a quarterly basis at a minimum. These values will be obtained from a reputable and independent source and disclosed to the governing body quarterly in a written report.

An independent auditor will be provided with the quarterly reports as a part of the annual financial audit.

XI. INVESTMENT POLICY ADOPTION

It is the City's intent to comply with state laws and regulations. The City's Investment Policy and Strategy shall be subject to revisions consistent with changing laws, regulations, and needs of the City. At least annually, the City Council shall adopt a resolution stating that it has reviewed the Blanco Investment policy and investment strategies and include any changes or modifications to the Policy or Strategy.

XII. CITY OF BLANCO AUTHORIZED ENTITY LIST

The authorized broker/dealer list for the City is shown below. Each of these firms, and the individual covering the account, are sent the current Investment Policy.

The City's Policy establishes specific criteria for the brokers and requires that the list of broker/dealers be approved annually by the City Council. If the City chooses to expand to brokerage investments, the City should revise this policy and select an Investment Advisor. The Investment Advisor should maintain the brokerage compliance files for the City.

When any material changes are made to the Investment Policy, the new Policy shall be sent out to all broker/dealers and pools.

Investment Officers

City Administrator, Warren Escovy

Finance Director, Sasha Ricks

Council Authorized Broker/Dealers

None authorized at this time

City Council Authorized Pools

Texas CLASS

TexPool

NEW BUSINESS

ITEM #2



City of Blanco

P.O. Box 750 Blanco, Texas 78606
Office 830-833-4525 Fax 830-833-4121

Request to be placed on City Council Agenda:

I, Sasha request to be placed on the Agenda of the City Council Regular Meeting of July 2023 (insert date of meeting).

Agenda Topic/Concern:

Notification - software contract

Introduction/Background:

Text & email notification to utility customer about their water bill.

Policy Analysis/Benefit(s) To Citizens:

they will receive their invoice on time, no thanks to the mail messing up the delivery of their bill

Long Term Financial & Budget Impact:

This will help save money on mailing customer bills, due to poor handling mail service, which customers are getting the wrong bill

Recommendation/Proposed Motion: or Not getting a bill at all or on time.

I recommend approving the contract from fundview, which notifies the utility customer their water bill, by email and text

I agree that the information must be submitted to the City Secretary no later than 5:00 pm Tuesday before the meeting date.



Prepared for the City of Blanco, TX

FundView Software Utility Billing Notifications

Quote#JW000314 v1

PREPARED FOR

Sasha Ricks
Finance / HR Director
finance@cityofblanco.tx.gov
(830) 833-4525



PREPARED BY

Joe Wertz
Director of Sales
joe.wertz@fastsw.com
(806) 370-3710



A handwritten signature in black ink, appearing to read "Joe Wertz".



www.fastsw.com - (806) 794-3278

Thursday, March 09, 2023

City of Blanco, TX
Sasha Ricks
Finance / HR Director
300 Pecan St.
PO Box 750
Blanco, TX 78606
finance@cityofblancotx.gov

Dear Sasha,

Based on our recent conversations, we have prepared a Subscription Proposal for the City of Blanco, TX with the software applications requested.

Please let us know when you have reviewed our proposal and we can schedule a call to answer any question you may have.

We appreciate your interest in our FundView solutions and would love to have the opportunity to expand the partnership with the City of Blanco, TX!

Best Regards

A handwritten signature in black ink, appearing to read "Joe Wertz".

Joe Wertz
Director of Sales
FundView Software



www.fastsw.com - (806) 794-3278

Subscription Pricing - Annual

PRODUCT DETAILS

RECURRING
AMOUNT

FundView Citizen Relationship Management Solutions

Utility Billing - Text & Email Notifications (\$200 Per Month)

\$2,400.00

Annual Subtotal: **\$2,400.00**

Professional Services - Initial Year Only

PRODUCT DETAILS

PRICE

FundView Citizen Relationship Management Solutions - Remote Training

Utility Billing - Text & Email Notifications

\$1,000.00

Subtotal: **\$1,000.00**

Terms and Conditions

Included

- Unlimited Users
- Software Updates
- Premium Support
- Secure Hosting
- Data Backup Plan

Statement of Confidentiality

This proposal is for the sole and exclusive use of the aforementioned entity. The information contained in this document is confidential. It shall not be disclosed outside of the entity, and shall not be duplicated, used or disclosed, in whole or in part, without express written consent of Fund Accounting Solution Technologies, Inc.



www.fastsw.com - (806) 794-3278

FundView Software Utility Billing Notifications

FundView Annual Subscription Summary

DESCRIPTION	AMOUNT
Subscription Pricing - Annual	\$2,400.00
Annual Total:	\$2,400.00

FundView Professional Services - Initial Year Only

DESCRIPTION	AMOUNT
Professional Services - Initial Year Only	\$1,000.00
Total:	\$1,000.00

Prepared for:
City of Blanco, TX
Sasha Ricks
Finance / HR Director
(830) 833-4525
finance@cityofblancotx.gov

Prepared by:
FundView Software
Joe Wertz
Director of Sales
(806) 370-3710
joe.wertz@fastsw.com

Quote Information:
JW000314
Version: 1
Delivery Date: 03/09/2023
Expiration Date: 04/06/2023

NEW BUSINESS

ITEM #3

Park Bench Donation Presentation



INFRAMARK
WATER INFRASTRUCTURE OPERATIONS

CITY OF BLANCO TEXAS
CLEAR PARTNERSHIPS

- COLLABORATION
- LEADERSHIP
- EXCELLENCE
- ABILITY
- RESPECT

1

Location – Bindseil Park



INFRAMARK


2

Crushed Granite Pad

100% Recycled Material

Eco-Friendly

No Cost to the City of Blanco



INFRAMARK 3

3

Questions?

INFRAMARK 4

4

NEW BUSINESS

ITEM #4

NEW BUSINESS

ITEM #5

NEW BUSINESS

ITEM #6

Consulting Services Agreement

Sent via email to Retta Martin <rettamj@gmail.com>

Subject: Proposal for **Town Creek Retaining Wall – Update Report**

Sparks Engineering, Inc. (*Consultant*) is an independent consultant and agrees to perform the Scope of Services as described below:

Scope of Services

Initial structural evaluation of the retaining wall located at Town Creek in Blanco, Texas. Services will include a single site visit, visual observations of readily accessible areas, updating of our previous opinions and recommendations regarding major structural issues, including a revised opinion of cost.

Schedule

We anticipate our services can commence immediately upon receipt of written authorization. It will take about three weeks to complete our report.

Fee

Based on our understanding of the project requirements, we propose the following Lump Sum Fee¹: **\$2,500**

Additional Services

Services not included in the proposed scope are additional services. A proposal for additional services will be provided at your request.

Client Responsibilities

We understand that the Client will provide the following to facilitate our services on the project:

1. Access to the site and adjacent facilities.
2. Any available documentation related to the design of the retaining wall, such as plans, construction documents, geotechnical report, and contract documents.

¹ Our proposed fee includes normal expenses associated with our proposed scope.

Terms and Conditions

Sparks Engineering, Inc. considers the following Terms & Conditions to be material elements of our proposal. Changes to these Terms & Conditions may necessitate an increase in our fee.

Standard of Care: Consultant's services will be performed using that degree of care and skill ordinarily exercised under similar conditions by reputable members of the engineering profession practicing in the same or similar locality at the time of service. No warranty, express or implied, is made or intended by this proposal or by oral or written reports or designs.

Site Responsibility: Consultant's services do not include supervision or direction of the means, methods or actual work of contractor(s) not retained by Consultant. The presence of Consultant's representatives will not relieve the contractor(s) of its responsibility to perform the work in accordance with the contract documents. Consultant will not be responsible for job or site safety or security, other than for Consultant's employees.

Opinions of Cost: Opinions of Cost for construction prepared by Consultant are intended to provide information on the magnitude of such costs and are not a quotation or guarantee of actual costs. Client understands that the actual cost of construction is beyond Consultant's control and may vary significantly from Consultant's opinion of cost.

Ownership of Documents: The Client acknowledges that all reports, drawings, specifications, computer files, field data, notes and other original documents prepared by Consultant, including electronic files, are instruments of professional service. Nevertheless, the final documents prepared under this Agreement shall become the property of the Client upon completion of the services and payment in full of all monies due to the Consultant. The Client shall not reuse or make any modification to these final documents without the prior written authorization of the Consultant.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from or allegedly arising from or in any way connected with the unauthorized reuse or modification of the final documents by the Client or any person or entity that acquires or obtains the final documents from or through the Client without the written authorization of the Consultant.

Priority over Form Agreements: These terms and conditions shall govern over any Form Agreements such as Purchase Orders or Work Orders or other form writings issued by the Client, without altering the terms hereof, regardless of any contrary language appearing in the Form Agreement.

Payment: Invoice terms are monthly based on percent complete for fee-based projects and time spent for hourly projects. Invoices are due upon receipt and will accrue interest in the amount of 0.75% per month for every month they are not paid. If payment is not received within 60 days of invoice date, Consultant reserves the right to suspend work efforts until all outstanding invoices are paid in full.

Disputes: If a dispute arises with regard to this agreement, it shall be enforceable in Bexar County, Texas, and the prevailing party shall recover from the non-prevailing party all reasonable attorney's fees and expenses incurred.

SPARKS ENGINEERING, INC.
Texas Registered Engineering Firm F-00515



S. Patrick Sparks, P.E.
President

June 15, 2023

Attachments

SEI Rate Schedule

Authorization

To authorize these services, please sign below and return one signed original.

Client Name _____

Attention _____

Address _____

City _____

State / Zip _____

Email _____

Telephone _____

Signature and Printed Name

Title Date

SEI 2023 Rate Schedule

Personnel

The following hourly rates (plus expenses²) apply for all time spent in evaluation, field investigation, analysis, design, project management, coordination, consultation or meetings, site visits, travel time, sampling, review and analysis of field and laboratory data, report preparation and review, etc.

A.	Professional	
	Principal Engineer	\$ 285.00/hr
	Expert Witness ³	\$ 427.00/hr
	Senior Engineer	\$ 225.00/hr
	Project Manager	\$ 185.00/hr
	Project Engineer	\$ 160.00/hr
B.	Support Personnel	
	Administrative Assistant	\$ 80.00/hr
	CAD Designer	\$ 100.00/hr
	Technician	\$ 90.00/hr

Minimum labor charge for site visits and in-person meetings is 2 hours per each of SEI's personnel present.

Expenses

A.	Travel Expenses ⁴	
	1. Company or personal vehicle:	per mile at the Current Federal Rate
	2. Airfare or other travel:	at cost
	3. Meals & Incidentals (M&I) ⁵ :	\$46 per day (\$7, \$11, \$23, \$5) lump sum
	4. Lodging ⁶ :	at cost
B.	Special equipment or supplies, permits, shipping charges, printing or other items not customarily provided will be charged at cost.	

Subcontracts

Subcontract services (if required) will be invoiced at cost. Administrative and professional fees for coordination and administration of the subcontract will be included in our proposed fee.

Our hourly billing rates are subject to change on an annual basis. When this occurs, our invoices for hourly projects will reflect our latest billing rates. However, previously established lump-sum fees and not-to-exceed fee amounts will be unaffected by rate changes.

² All fees and expenses are portal to portal.

³ Expert witness fees apply to testimony in trial, arbitration, or deposition.

⁴ Rates apply only to travel within the continental United States. When possible, we will pro-rate travel expenses among active projects involving travel to the same general area. There is no charge for vehicular travel within the metropolitan area of the home office.

⁵ M&I costs apply to project assignments outside the metropolitan area of the home office and of 6 hours duration or more. Partial-day M&I allowance will be adjusted for meals furnished or not taken by deducting the appropriate amount shown in parenthesis (breakfast, lunch, dinner, incidentals). Receipts for M&I will not be provided unless agreed to in writing prior to deployment.

⁶ Applies when required to remain overnight, or on full-time projects outside metropolitan area of the home office.

NEW BUSINESS

ITEM #7